

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Candidate's Name] for [position, program, etc.]. I have known [him/her/them] for [duration] as [his/her/their relationship to you] at [your organization] and have been consistently impressed by [his/her/their] [qualities/skills].

During [his/her/their] time with us, [Candidate's Name] demonstrated [specific examples of skills or qualities]. [He/She/They] showed exceptional [describe relevant abilities or traits] and made significant contributions to [specific projects or tasks].

I am confident that [Candidate's Name] will be a valuable asset to [Recipient's Organization/Company] and will excel in [the position/program]. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or insight regarding [his/her/their] capabilities.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]